**Instructional Materials**

# Instructional materials can include many types of resources. Including: articles, slides and presentations, instructor notes, manuals, guides, test banks, case studies, images and videos. You may find it necessary to add copyright content into your courses. The following provides information to consider and guidelines to follow.

# Course Readings

For information about giving students course readings or handouts, see the [Course Readings guide](https://bowvalleycollege.ca/sitecore/shell/Applications/Content%20Manager/Default.aspx?mo&ro=/sitecore/media%20library&he=Media%20Library&ic=Apps/32x32/Pictures.png&pa=1&pa0=sitecore%253a%252f%252fmaster%252f%257b01E420E7-3D28-494E-824F-9B6BCB360BAE%257d%253flang%253den%2526ver%253d1&pa1=sitecore%253a%252f%252fmaster%252f%257b49B39267-A1DF-421D-AC68-912A889FFA44%257d%253flang%253den%2526ver%253d1&sc_bw=1&la=en).

# Original Content

Any content written or created by a Bow Valley College employee can be used in any Bow Valley College publications. The copyright to these works is held by the College.

To use works that you have written or created outside of your employment with the college, you may hold copyright. You will need to provide the Copyright Office with permission to use your works.

# Licensed or Subscription Content

You can use works that are pre-authorized for educational use. These include existing licenses, RGO Library subscription, or other contractual permission. Review terms for conditions and/or limitations. Examples of licensed resources include:

* [RGO and Library and Learning Commons eResources](http://www.bowvalleycollege.ca/campus-services/library-and-learning-commons/eresources.html)
* [Creative Commons](http://creativecommons.org/) licensed materials
* online collections available for free (i.e. Open Access Repositories)
* Institutional subscriptions i.e.: department or institutional licenses for journals or image galleries.
* Publisher issued licence that accompany the textbook you are using.(e.g. “for classroom use” means you have permission)
* License agreement obtained by the Copyright Office

# Internet Content

**All material on the Internet is protected by copyrighted**. Many web sites grant permission to use their works without asking for permission. Check to see if the work is published with a Creative Commons license. Review the website’s terms of use. (Usually found at the bottom of the web page). The terms may cover using a work for educational use or for non-commercial or non-profit uses.

There is an exception in the Copyright Act for using works from the Internet for educational or training purposes. Persons acting under the authority of the educational institution can use works from the Internet. Several conditions must be met

* Mention the source
* If given the course, the name of
  + The author, in the case of the work
  + The performer, in the case of a performer’s performance
  + The maker, in the case of a sound recording, and
  + The broadcaster, in the case of a communication signal.

(Section 30.04 (2) (b) (i-IV).

# Technological Protection Measures.

# Works may be protected by a Technology Protection Measure (TPM) or Digital Locks. A TPM or digital lock controls or restricts the access to a work. Examples include password protection, watermarks, or inability to copy the work. It is an offence to break a TPM or digital lock. Even to use the work for uses that would fall under the Fair Dealing Guidelines. If you want to use a work that has a TPM or digital lock, contact the Copyright Office. We will help get copyright permission to use the work.

# Public Domain Works

Once the general term of copyright in a work has expired, the material is no longer subject to protection under Canadian law and may be used. In Canada, the general term of copyright is life of the author plus 50 years. This applies to most works, but not all. For more information please see the [UBC Public Domain Guide](http://copyright.ubc.ca/guidelines-and-resources/support-guides/public-domain/) .

There is a [Canadian Flow Chart](https://kaplanmyrth.wordpress.com/2008/12/16/updates-to-the-canadian-copyri/) available to see when works enter the public domain or (PD).

Citations should be included with all public domain works. This will prevent claims of plagiarism.

# Presentation Slides

If you are including images in your presentations, please consult the [Images, Figures and Illustrations Guide](https://bowvalleycollege.ca/sitecore/shell/Applications/Content%20Manager/Default.aspx?mo&ro=/sitecore/media%20library&he=Media%20Library&ic=Apps/32x32/Pictures.png&pa=1&pa0=sitecore%253a%252f%252fmaster%252f%257b01E420E7-3D28-494E-824F-9B6BCB360BAE%257d%253flang%253den%2526ver%253d1&pa1=sitecore%253a%252f%252fmaster%252f%257b49B39267-A1DF-421D-AC68-912A889FFA44%257d%253flang%253den%2526ver%253d1&sc_bw=1&la=en).

### Display Slides Only

Slide presentations that include copyrighted works can be shown in the classroom for educational purposes. As long as it is shown on the campus(s). All copyrighted works within the presentation must have a citation.

### Distributing Slide Presentations

Slide presentations may be given to students as classroom handouts. They can also be posted to the online course website. In addition to citing copyrighted material the following notice should be included:

"Copyrighted material included here is reproduced under ss. 29-29.4 of the Canadian Copyright Act. This document is available for your individual use only; further distribution may infringe copyright”.

If wider distribution of the presentation is needed, more copyright permissions may needed. Please contact the [Copyright Office](mailto:copyright@bowvalleycollege.ca) help.

## Music in the Classroom

## Musical works usually involve a musical score and the lyrics. Copyright applies to both and may be held by different copyright owners.

## Performing Music

Performing music in the classroom includes playing a sound recording. Also having an individual perform a musical work. An exception in the Copyright Act permits the playing of or performance of music provided it is:

* before an audience of students, instructors or any person who sets curriculum for the educational institution.
* it is a legal copy of the sound recording.

The performer holds the copyright to their performance and must consent to any recording of their performance. Also, if the performance is being recorded copyright permission to use the music must be obtained.

### Copying Music

Copying music for distribution in the classroom or posting on the online website must follow the [Fair Dealing Guidelines](https://bowvalleycollege.ca/sitecore/shell/Applications/Content%20Manager/Default.aspx?mo&ro=/sitecore/media%20library&he=Media%20Library&ic=Apps/32x32/Pictures.png&pa=1&pa0=sitecore%253a%252f%252fmaster%252f%257b01E420E7-3D28-494E-824F-9B6BCB360BAE%257d%253flang%253den%2526ver%253d1&pa1=sitecore%253a%252f%252fmaster%252f%257b49B39267-A1DF-421D-AC68-912A889FFA44%257d%253flang%253den%2526ver%253d1&sc_bw=1&la=en&sc_lang=en).

## Showing Films/Videos

A *Copyright Act* exception lets instructors show films or videos to students, on campus, for educational purposes. The film or video must a legal copy of the film.

A link to a legal copy of the film/video may be provided to online students. The RGO Library and Learning Commons has a large collection of videos and films. They are available via several licensed databases. [Check their website for the listings](http://www.bowvalleycollege.ca/campus-services/library-and-learning-commons/eresources/streaming-videos.html)